



## SPECIALIZED TRAINING GUIDE FOR LANGUAGE SERVICES VOLUNTEERS

Dear language services volunteers,

The XVI Pan American Games Guadalajara 2011 have created the enormous possibility of bringing the American Continent together through sports, reinforcing greater unity amongst member countries and showcasing an authentic image of Mexico across the world.

Being a volunteer in this event means to be part of a group whose commitment and passion will enhance the magic behind this great celebration and will give you an unforgettable life experience.

The Organizing Committee and its official volunteer program manager, Manpower, warmly welcome you to this adventure that brings together so many great individuals to form a team that will make us proud. I commend you and encourage you to continue your efforts in making of these the best Games in history.

Sincerely,

A handwritten signature in grey ink, appearing to read "C. Andrade Garín".

**Carlos Andrade Garín**  
General Director  
XVI Pan American Games Guadalajara 2011  
Organizing Committee



## Introduction

The Specific Training that you are about to start is part of a process that will provide you with the necessary tools to answer the following questions:

1. What will I do in my assigned area?
2. Where and how will I perform my duties?

The combination of the knowledge you already acquired during General Training and your ability to answer the questions listed above will give you the confidence to embrace the great challenge of being a volunteer for the Pan American and Parapan American Games.

Remember that you have been selected from a large group of people in our country and other parts of the world who wanted to be part of this great adventure, and this is why your responsibility and commitment should be proportional to this privilege.

The content in this manual is organized as follows:

- One of the first parts is the training on how to identify and get to know the department and functional area in which you will collaborate. You will also learn about your activities, position, times and schedules, and what is expected of you.
- The next sections include a Manual of Style for Written English, Tips on how to communicate with and about people with disabilities and Glossaries for both the Pan American and Parapan American Games. The idea is to unify sports terminology so that we can communicate in a consistent and quality-oriented manner. Learning this “language” is fundamental to your success as a volunteer.

Remember that it is very important for you to be well prepared to perform your duties safely and with confidence in the Pan American and Parapan American Games. Therefore, we invite you to actively participate in this educational process that we have organized to help guarantee an excellent outcome for everyone involved.

Thank you for your enthusiastic collaboration!

# SPECIALIZED TRAINING GUIDE FOR LANGUAGE SERVICES VOLUNTEERS



## DEPARTMENT:

International and Public Relations

## FUNCTIONAL AREA:

Language Services

## PURPOSE OF THE LANGUAGE SERVICES VOLUNTEER ACTIVITIES:

To facilitate high-quality communication in the two official languages established by PASO, English and Spanish, through translation and interpretation services in competitive and non-competitive events during the Guadalajara 2011 Pan American and Parapan American Games.

## ACTIVITIES:

- Translate various written materials from Spanish to English and vice versa.
- Serve as an Interpreter and Translator.

## REACH:

The work of volunteers who participate in LANGUAGE SERVICES will have an internal and external reach because it will serve COPAG staff as well as PASO family members, press, athletes and team officials.

## PERFORMANCE CRITERIA:

- Sign in at the Volunteer Zone.
- Be punctual, and if possible try to arrive 10 minutes earlier than when you were scheduled for.
- Become familiar with the venues: access routes, evacuation routes, operation areas, medical areas, sanitary services and emergency telephone numbers.
- Wear the uniform, accreditation, and always have a good attitude and image.
- Put the safety of the public before any technical requirements.
- It is prohibited to smoke, consume alcoholic beverages, or use bad language.
- Be discrete so as to keep all information confidential.



- Preserve order and set a good example.
- Treat other people in an educated and respectful manner, treating them warmly but without overstepping boundaries.
- Work in a team, supporting at all times the areas where help is needed, whenever it does not interfere with your formal duties.
- Ask for support from your coordinator directly if you do not know how to solve a problem.
- Do not leave without notifying your coordinator and make sure to “pass the baton” to the volunteer who goes on duty after you.

### PLACE:

- Main Press Center:
  - Written Translation, Press operations, Guided tours, Press conferences, Interviews.
- Competition Venues:
  - Press Area, Mixed Zone.
- Pan American Village:
  - Face- to- face interpretation, Sports Information Center, Welcome and Flag Raising Ceremonies , Technical Meetings , Contact with athletes and team officials.
- Official Hotel:
  - Protocol Guided Visits, COPAG office, Observers Program, Pan American Confederation Workshops.
- Technology Operations Center:
  - Technology Operations, Guided tours, Social Networks.

### DATES:

Specific dates will be set based on final assignments of duty and depending on the location of work. However, the dates of official Games activities are:

- Pan American Games:
  - September 20 to November 2, 2011
- Parapan American Games:
  - November 4 – 22, 2011



### **TIME:**

Complete shifts of 6 to 8 hours either in the morning or evening.

### **MANAGEMENT TEAM:**

Ana Paula Gonzalez Horn, Head of Language Services  
Cristian Perez, Lead Translator / Interpreter and English Editor

### **TECHNICAL CONTENT:**

- Manual of Style for Written English
- Pan American Games Appendices
- Communicating With and About People with Disabilities
- Parapan American Games Appendices

## TABLE OF CONTENTS

### MANUAL OF STYLE FOR WRITTEN ENGLISH

<b>1.</b>	Introduction	1
<b>2.</b>	Headlines and Section Headings	1
<b>3.</b>	Acronyms and Abbreviations	2
<b>4.</b>	People's Names, Job Titles, and Nationalities	3
<b>5.</b>	Paragraphs and Sentences	4
<b>6.</b>	Quotation Marks	4
<b>7.</b>	Punctuation	6
<b>8.</b>	Contractions	8
<b>9.</b>	Possessives with the Apostrophe	8
<b>10.</b>	Dates and Time	9
<b>11.</b>	Numbers and Figures	11
<b>12.</b>	Relative Clauses	12
<b>13.</b>	Appendices – Pan American Games	13
<b>A.</b>	La Fiesta de América / America's Fiesta	13
<b>B.</b>	Comité Ejecutivo ODEPA / PASO Executive Committee	13
<b>C.</b>	Federaciones Internacionales / International Federations	14
<b>D.</b>	ACODEPA / ACODEPA	15
<b>E.</b>	Comités Olímpicos Nacionales / National Olympic Committees	16
<b>F.</b>	Instalaciones de Competencia / Competition Venues	18
<b>G.</b>	Subsedes / Subsites	19
<b>H.</b>	Deportes / Sports	20
<b>I.</b>	Relaciones Internacionales / International Relations	23
<b>J.</b>	Aeropuerto / Airport	24
<b>K.</b>	Ceremonias / Ceremonies	24
<b>L.</b>	Acreditación / Accreditation	25
<b>M.</b>	Servicios Médicos / Medical Services	26
<b>N.</b>	Seguridad / Security	29
<b>O.</b>	Villa Panamericana / Pan American Village	29
<b>P.</b>	Hospedaje / Accommodation	30
<b>Q.</b>	Transporte y Logística / Transport and Logistics	30

R. Boletaje / Ticketing	31
S. Mercadotecnia / Marketing	32

## COMMUNICATING WITH AND ABOUT PEOPLE WITH DISABILITIES

1. Words	33
2. Actions	34
3. Appendices – Parapan American Games	37
A. La Fiesta de América / America's Fiesta	37
B. Órgano de Gobierno IPC / IPC Governing Board	37
C. Comité Ejecutivo APC / APC Executive Committee	38
D. Miembros Órgano de Gobierno de América de IPC / IPC Governing Board Members for America	38
E. Federaciones Internacionales / International Federations	38
F. Comités Paralímpicos Nacionales / National Paralympic Committees	39
G. Instalaciones de Competencia / Competition Venues	40
H. Instalaciones No Deportivas / Non-Sport Venues	40
I. Deportes / Sports	41
J. Memorandum de Entendimiento (Acuerdos) / Memorandum of Understanding (Mou)	43
K. Relaciones Internacionales / International Relations	44
L. Hospedaje / Accommodation	45

SOURCES	46
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## 1. Introduction

This Manual of Style for Written English provides rules and general guidelines for achieving clarity and consistency in all written English content officially issued by the XVI Pan American Games Guadalajara 2011 Organizing Committee (COPAG). This manual also aims to help writers and translators to present content that is easy to read and complies with the most common international standards for written English.

The document is organized in various sections, including a set of appendices at the end featuring terminology that applies directly to the Games.

For any questions or concerns, please send an email to [traducciones@guadalajara2011.org.mx](mailto:traducciones@guadalajara2011.org.mx)

## 2. Headlines and Section Headings

Headlines (top of the content) and section headings are generally written with initial capital letters except for non-content words like *a, to, as, the, for, in, on, into, about, over, off, up, down*, etc. Examples:

- *This Time for the Gold!*
- *Nicaragua Imposes Big Win over Costa Rica*

In news publications, e.g. press releases, articles like *a/an* and *the* as well as some less impactful verbs are often omitted in the headline in order to keep it short:

- *Messi ~~is~~ Proud of Winning ~~the~~ Weekend Game / Messi Proud Winner*

In addition, non-content words may sometimes be capitalized:

1. If the headline begins with a non-content word:

- *And the Winner Is...*

2. If the non-content word is part of a phrasal verb:

- *Jet-lagged Divers Unable to Get Up*



### 3. Acronyms and Abbreviations

In the world of sports, acronyms and abbreviations are commonly used.

**Acronyms** are formed by joining the first letter of each word in the full name of any given entity (like a sport federation) to form a new, shortened word. Acronyms are always written in ALL CAPS.

**Abbreviations** are often used when referring to units of measurement (liter, kilograms, grams, meters, kilometers, etc.). Most abbreviations are written in lower case letters.

Below are some guidelines for handling acronyms and abbreviations in English:

Guidelines	Examples
1. Before using an acronym for the first time in the text, the full qualified name of the entity must be written out with the acronym in parentheses. The acronym may be used by itself in the rest of the text.	<ul style="list-style-type: none"> <li>• The <u>Pan American Sports Organization (PASO)</u> held its annual executive board meeting in Guadalajara. Other organizations attended the meeting in addition to <u>PASO's</u> other sub-committees.</li> </ul>
2. Some well-known acronyms may not have "translated" equivalents. Therefore, the writer must check if the non-translated acronym should be used instead.	<ul style="list-style-type: none"> <li>• COPAG (Comité Organizador de los Juegos Panamericanos Guadalajara 2011)</li> <li>• UCI (Union Cycliste Internationale)</li> <li>• FINA (Fédération Internationale de Natation)</li> </ul>
3. The indefinite article <i>the</i> must not be used in front of an acronym when it is used as a noun.	<ul style="list-style-type: none"> <li>• <del>The</del> COPAG is planning to hold several test events.</li> <li>• Sometimes <del>the</del> FIFA forgets to notify judges.</li> </ul>
4. If the acronym is used as a modifying noun, the indefinite article <i>the</i> can be used, if applicable.	<ul style="list-style-type: none"> <li>• A big turnout is expected at <u>the PASO</u> assembly.</li> </ul>
5. Units of measurement may be abbreviated if they are preceded by a number.	<ul style="list-style-type: none"> <li>• 20 meters → 20 m</li> <li>• 50 kilograms → 50 kg</li> <li>• 2,000 square feet → 2,000 sf</li> </ul>

For a list of the most common acronyms for Guadalajara 2011, please consult the **Appendices**.

## 4. People's Names, Job Titles, and Nationalities

The table below lists some guidelines to follow in the treatment of **people's names** and **job titles** in English:

Guidelines	Examples
1. Remove accent marks from people's names.	<ul style="list-style-type: none"> <li>• <i>Noemí Pérez Colón</i> → <i>Noemi Perez Colon</i>.</li> </ul>
2. Capitalize job titles <u>only</u> when they appear directly before the person's name. All other times, is should be in lowercase.	<ul style="list-style-type: none"> <li>• <i>In his recent visit to Germany, President Obama visited the new Holocaust Museum.</i></li> <li>• <i>Charles Parker, executive director of the National Bipartisan Coalition, bowed out.</i></li> </ul>
3. For a list of three or more individual names with titles, follow the examples presented in the right column (in order of preference). Note that in the second example, a “;” is used as a separator.	<ul style="list-style-type: none"> <li>• <i>Invited guests included Jalisco State Governor Emilio Gonzalez Marquez, COPAG General Director Dr. Carlos Andrade Garin, and Guadalajara Mayor Jorge Aristoteles Sandoval Diaz.</i></li> <li>• <i>Invited guests included Emilio Gonzalez Marquez, Jalisco state governor; Dr. Carlos Andrade Garin, COPAG general director; and Jorge Aristoteles Sandoval, mayor of Guadalajara.</i></li> </ul>

Whenever possible, avoid putting people's **nationalities** directly in front of their names; instead follow these guidelines:

Guidelines	Examples
As a possessive: <i>Country + 's + Person's Name</i>	<ul style="list-style-type: none"> <li>• <i>Argentina's Alejandro Alto</i></li> </ul>
With a subordinate “from” clause: <i>Person's Name + from + Country</i>	<ul style="list-style-type: none"> <li>• <i>Mariano Madera from Mexico</i></li> </ul>
With a descriptive noun between the nationality and the person's name: <i>Nationality + noun / title + Person's Name</i>	<ul style="list-style-type: none"> <li>• <i>Argentine athlete Alejandro Alto</i></li> <li>• <i>Mexican President Felipe Calderon</i></li> </ul>
In the case of countries with long name, it is permissible to use the nationality in front of the name: <i>Nationality + Person's Name</i>	<ul style="list-style-type: none"> <li>• <i>American Brad Turner.</i></li> </ul>

## 5. Paragraphs and Sentences

Paragraphs should start with a topic sentence dealing with one or two main ideas, at most. They should be kept to fewer than five sentences long. Long sentences, where the main subject gets lost, should be avoided at all times; instead, use short concise sentences that smoothly link to each other through transitional keywords and phrases.

Unrelated ideas should be expressed in their own sentences in order to favor a concise (say a lot in a few words) and cohesive (make sure ideas make sense) style.

General example:

*Working at Archer Farms presents many challenges for city folks; a bit of a transition will be required. First, our “guests” need to get used to an early morning start in order to attend to their assigned chores. After that, a short period of rest is often possible, but bear in mind that these breaks are, more often than not, quite brief. That said, lunch is certainly something to look forward to as a daily feast of homemade fresh food is the norm at the farm.*

## 6. Quotation Marks

Quotation marks are used for two main purposes:

1. For the title of published works:

- William Shakespeare’s *“The Taming of the Shrew”*

2. For direct textual quotes, keeping in mind the following guidelines:

- a. Colloquial contractions may be used in direct quotes:

- “I’m ready to tackle any claims he’s willing to shoot my way,” added Canseco.



b. Quotations within quotations are delimited by two apostrophes:

- “She yelled ‘come get me soon!’ before I boarded the plane,” the singer added.

c. Punctuation marks at the end of the quoted text stay inside of the closing quotation mark:

- “I can’t function without my red nose!” stammered the clown.
- Shelby added: “I don’t think I’d turn down such a generous offer.”
- “The time has come,” added the president, “to work as a nation.”

d. Below is a list of recommended reporting verbs:

- For concluding quoted interventions:

Say

Confirm

Insist

Tell

Admit

Reveal

State

Describe

Warn

Mention

Announce

Recommend

Comment

Claim

Suggest

Explain

Respond

Assert

Deny

Remark

Estimate

- For continuing quoted interventions:

Add

Elaborate

Continue

Further

## 7. Punctuation

Proper use of punctuation helps to present ideas in a structured and sensible manner.

### a. End Punctuation (.) (?) (!)

End punctuation signals the “full stop” of a sentence or main clause. There are 3 options available:

Punctuation Element	Purpose	Example
Period (.)	To finish declarative statements.	• <i>I like hot, long summer <u>days</u>.</i>
Question mark (?)	To finish a direct interrogation.	• <i>How's the weather out <u>there</u>?</i>
Exclamation mark (!)	To express strong emotion.	• <i>I just can't believe we <u>won</u>!</i>

### b. Comma (,)

Several rules apply to the use of the comma. Here are some common rules and examples for using the comma:

Rule	Example
1. To separate a list of three or more words. Note that a comma is placed before the coordinator (and / or).	• <i>I like to add <u>apples, grapes, nuts, and bananas</u> to my breakfast yogurt.</i>
2. Before coordinators like <i>and, but, yet, or, nor, for, so</i> , etc. that connect two main clauses.	• <i>Mary is quite <u>smart, yet</u> she struggles with tests.</i>
3. After introductory word groups or transitional words and phrases.	<ul style="list-style-type: none"> <li>• <i><u>In due time</u>, the contract should be signed.</i></li> <li>• <i><u>Whenever Jason goes to the countryside</u>, he returns much more relaxed.</i></li> </ul>
4. Use a comma pairs to separate interruptions.	• <i><u>We are, as everybody probably expected,</u> committed to supporting animal rights.</i>

### c. Semicolon (;)

The semicolon is used to separate two related sentences with no coordinator (*and*, *or*, etc.):

- *Everyone confirmed for the party; however, I bet most will likely be quite late.*
- *Jane goes to school in England; she's studying literature at Cambridge University.*

### d. Colon (:)

Use the colon for a list of words after a main clause:

- *All is ready for the competition: athletes, judges, venues, and volunteers.*

It can also be used to introduce a literal quotation:

- *The MVP closed by saying: "Man, there's no place like home!"*

### e. Parentheses () and Dashes (--)

These are used for interruptions, much like comma use rule #4, but with the following differences:

1. Use double dashes or an m-dash (the long one) for interruptions or summaries intended to be emphasized or that may be of importance:
  - *England's Queen Elizabeth II – the longest running monarch of modern times – attended the new king's coronation.*
2. Use parentheses to de-emphasize or insert somewhat unrelated information:
  - *Being a stamp collector has helped me make so many friends all over the world (though some say antiquing has a similar effect).*



## 8. Contractions

In formal writing, contractions normally used in colloquial communication must be avoided, except in the following cases:



1. In literal quotations when a person is speaking freely. Example:

- *The athlete asserted that he is feeling better than ever: “I’m training diligently and finding equilibrium.”*

2. For expressing possession. See section 9. **Possessives with the Apostrophe.**

## 9. Possessives with the Apostrophe

A few guidelines to remember when using the apostrophe to express possession are:

1. Sometimes the version with the apostrophe does less fluid, so it is better to use the long form. Example:

- *The wall’s color. → The color of the wall.*

2. Use the apostrophe followed by s for singular nouns or proper names, even if these end with an s already. Examples:

- *Mike Jones’s car*
- *Today’s weather*
- *The boss’s office*
- *The boy’s bicycle*

3. Use the apostrophe alone at the end nouns pluralized with s. Examples:

- *The girls’ dog*
- *All students’ projects*
- *The Jones’ apartment*
- *The doctors’ nights off*

Be careful not to confuse the pronoun-verb contraction *It’s* (i.e., *it is*) with the possessive pronoun *Its*:

- *It’s nice to be able to travel for work.*
- *That silly cat keeps chasing its tail.*

Finally, bear in mind that “special” or made-up plurals, do not take an apostrophe:

- *The 1990s*
- *CDs*
- *NOCs*
- *IFs*



## 10. Dates and Time



Months and days of the week are always written with an initial capital letter. Also, ordinal numbers are never used in written form when referring to dates. Below are some examples of standard date formats:

- *The next game is on Sunday, November 19, 2000.*
- *The upcoming competition will be held on November 22, 2011.*
- *The Parapan American Games are in November 2012.*
- *There is a big party on January the 12th of 2013. → There is a big party on January 12, 2013.*

Date ranges should be written using any of the following formats:

- *The event runs from August 1 to August 6, 2012.*
- *The event runs August 1-6, 2012.*

For expressing **time**, hours are expressed from 1 to 12, using the prefixes *AM* and *PM* to differentiate morning and afternoon/evening/night, respectively:

- *The race starts at 1:00 PM*
- *Everyone is expected at 9:30 AM*

However in place of *AM* and *PM*, the phrases “in the morning”, “in the afternoon”, “in the evening”, and “at night” may also follow the hour:

- *The flight leaves at 7:30 in the evening and not 10 at night, as previously reported.*
- *Everyone is expected at 7 in the morning.*

Writers must be careful with some common translation mistakes related to dates and times:

Mistake	Examples	Explanation
Improper use of the indefinite article <i>the</i>	<ul style="list-style-type: none"> <li>• I will see you <u>the next Monday</u> that you are in town.</li> <li>• The competition starts <u>the next week</u> after the draw.</li> <li>• She came <u>the last week</u> of September.</li> </ul>	The date is relative to when the main action occurs.
	<ul style="list-style-type: none"> <li>• I will see you <u>next Monday</u>.</li> <li>• The competition starts <u>next week</u>.</li> <li>• She came <u>last month</u>.</li> </ul>	The date is the immediately following day, week, month, or year in the past or future.
<i>In vs. on</i>	<ul style="list-style-type: none"> <li>• The meeting is <u>on</u> November 1, 2011.</li> <li>• She will visit <del>on</del> December 1 and 2.</li> </ul>	<i>On</i> is for referring to a specific day. When referring to more than one day, there is no need to use <i>on</i> .
	<ul style="list-style-type: none"> <li>• The Games are <u>in</u> November.</li> <li>• The presidential elections are <u>in</u> 2012.</li> </ul>	<i>In</i> refers to a month or year, indicating that the action will happen sometime over that period.
<i>This vs. next, upcoming</i>	<ul style="list-style-type: none"> <li>• <u>This edition</u> of the Pan American Games is in Guadalajara in 2011.</li> <li>• <u>The next edition</u> of Pan American Games is in Toronto in 2015.</li> <li>• <u>The upcoming edition</u> of the 2011 Pan American Games is in Guadalajara.</li> </ul>	<p>If today is <u>Tuesday</u>, then:</p> <ul style="list-style-type: none"> <li>– <u>This Friday</u> is this week.</li> <li>– <u>Next Friday</u> is the following week.</li> </ul> <p>Using <u>the upcoming</u> is the same as using just <u>this</u>.</p>

## 11. Numbers and Figures

All numbers should be represented in their **cardinal form** (e.g. 1, 2, 3, etc.), except in the case when a sentence begins with a number (hyphenation only applies to numbers twenty-one through ninety-nine):

- *The team scored 2 points in the first half and 5 points in the second half.*
- *Fourteen sports will be featured in the upcoming Parapan American Games.*
- *Forty-two countries will compete in the Pan American Games.*
- *Two hundred qualification passes have been granted.*

**Ordinal numbers** (e.g. first, second, third) must always be written in words:

- *The Mexican team took the first and third places in the competition.*

**Percent figures** are represented as follows:

- *England says that 98 percent of its population is literate.*

**Currency words** are not capitalized but it is recommended that their country is also written in front:

- *One million US dollars.*
- *They donated 23,000 Mexican pesos.*

If the **\$ symbol** is used, precede it with the country's ISO currency code (see Appendix with the official list of countries):

- *I think it cost USD \$1 million.*
- *They donated MXN \$23,000.*
- *The price is about CND \$20,000.*

**Millions, billions, and trillions** may be spelled out or abbreviated. If preceded by a number, these words are kept singular:

- *It was 20 million years ago.*
- *They owe 10 billion US dollars.*
- *The owe billions of dollars.*

Please note that in the United States, 1 billion = 1 thousand millions and 1 trillion = 1 million millions.

## 12. Relative Clauses

Relative clauses are subordinate clauses that provide extra information in a sentence using a relative pronoun as a connector (*who, that, which, where, and when*).

Relative clauses are divided into two types:

- **Defining** – The additional information is required in order to convey the full meaning of the sentence, in a clear way. These clauses are directly embedded in the text with no need to delimit with commas.
- **Non-Defining** – The additional information is complementary and completely optional. These clauses are delimited by commas.

Defining Clauses	Non-Defining Clauses
The man <u>who bought my car</u> seemed very nice.	The man, <u>who was born in Cuba</u> , spoke impeccable French.
The coat <u>that is hung behind the front door</u> is grey.	The coat, <u>that my mom gave me</u> , fits me perfectly.
The house <u>which is painted red</u> is the one I like most.	The house, <u>which is located in Chicago</u> , has had a lot of work done.
The place <u>where we're meeting</u> seems far away.	Gaia, <u>where the event is taking place</u> , is actually an art gallery.
The period <u>when we were studying</u> was also very artistic for us.	That time I saw him, <u>when he was still working</u> , I was the only broke person he knew.

## PAN AMERICAN GAMES APPENDICES

### A. LA FIESTA DE AMÉRICA / AMERICA'S FIESTA

LA FIESTA DE AMÉRICA		AMERICA'S FIESTA	
SIGLAS ESPAÑOL		ENGLISH ACRONYMS	
COI	Comité Olímpico Internacional	IOC	International Olympic Committee
ODEPA	Organización Deportiva Panamericana	PASO	Pan American Sports Organization
ACODEPA	Asociación de Confederaciones Deportivas Panamericanas	ACODEPA	Association of Pan American Sports Confederation
COPAG	Comité Organizador de los XVI Juegos Panamericanos Guadalajara 2011	COPAG	XVI Pan American Games Guadalajara 2011 Organizing Committee
CODE JALISCO	Consejo Estatal para el Fomento Deportivo y el Apoyo a la Juventud	CODE JALISCO	Jalisco Sports Council
COMUDE	Consejo Municipal del Deporte de Guadalajara	COMUDE	Guadalajara Municipal Sports Council
CONADE	Comisión Nacional de Cultura Física y Deporte	CONADE	National Sports and Physical Culture Commission
CODEME	Confederación Deportiva Mexicana	CODEME	Mexican Sports Confederation
AMA	Agencia Mundial Antidopaie	WADA	World Anti-Doping Agency

### B. COMITÉ EJECUTIVO ODEPA / PASO EXECUTIVE COMMITTEE

COMITÉ EJECUTIVO ODEPA		PASO EXECUTIVE COMMITTEE	
CARGO	NOMBRE	POSITION	NAME
Presidente	Mario Vázquez Raña	President	Mario Vazquez Raña
Primer Vicepresidente	Michael Fennell	First Vice President	Michael Fennell
Segundo Vicepresidente	Carlos Nuzman	Second Vice President	Carlos Nuzman
Tercer Vicepresidente	Felipe Muñoz Kapamas	Third Vice President	Felipe Muñoz Kapamas
Secretaria General	Jimena Saldaña	Secretary General	Jimena Saldaña
Tesorero	Richard Peterkin	Treasurer	Richard Peterkin
Miembro Grupo 1	Lawrence F. Probst	Group 1 Member	Lawrence F. Probst
Miembro Grupo 1	Fernando Beltranena	Group 1 Member	Fernando Beltranena
Miembro Grupo 1	Jean Edouard-Baker	Group 1 Member	Jean Edouard-Baker
Miembro Grupo 2	José Ramón Fernández	Group 2 Member	Jose Ramon Fernandez
Miembro Grupo 2	Alphonso Bridgewater	Group 2 Member	Alphonso Bridgewater
Miembro Grupo 2	Veda Bruno Victor	Group 2 Member	Veda Bruno Victor
Miembro Grupo 3	Nicole Hoevertsz	Group 3 Member	Nicole Hoevertsz
Miembro Grupo 3	K.A. Juman-Yassin	Group 3 Member	K.A. Juman-Yassin
Miembro Grupo 3	Neven Iván Ilic Álvarez	Group 3 Member	Neven Ivan Ilic Alvarez
Miembro Honorario	Jorge Herrera Barona	Honorary Member	Jorge Herrera Barona
Vicepresidente de ACNO por América	Julio C. Maglione	ANOC Vice President for the Americas	Julio C. Maglione
Secretario Ejecutivo	Reynaldo González	Executive Secretary	Reynaldo Gonzalez

## C. FEDERACIONES INTERNACIONALES / INTERNATIONAL FEDERATIONS



FEDERACIONES INTERNACIONALES		INTERNATIONAL FEDERATIONS	
SIGLAS ESPAÑOL		ENGLISH ACRONYMS	
<b>FINA</b>	Federación Internacional de Natación	<b>FINA</b>	International Swimming Federation
<b>IAAF</b>	Asociación Internacional de Federaciones de Atletismo	<b>IAAF</b>	International Association of Athletics Federations
<b>BWF</b>	Federación Mundial de Bádminton	<b>BWF</b>	Badminton World Federation
<b>FIBA</b>	Federación Internacional de Baloncesto	<b>FIBA</b>	International Basketball Federation
<b>IHF</b>	Federación Internacional de Handball	<b>IHF</b>	International Handball Federation
<b>IBAF</b>	Federación Internacional de Beisbol	<b>IBAF</b>	International Baseball Federation
<b>FIQ</b>	Federación Internacional de Boliche	<b>FIQ</b>	International Bowling Federation
<b>AIBA</b>	Asociación Internacional de Boxeo	<b>AIBA</b>	International Boxing Association
<b>ICF</b>	Federación Internacional de Canotaje	<b>ICF</b>	International Canoe Federation
<b>UCI</b>	Unión Ciclista Internacional	<b>UCI</b>	International Cycling Union
<b>FEI</b>	Federación Ecuestre Internacional	<b>FEI</b>	International Equestrian Federation
<b>FIE</b>	Federación Internacional de Esgrima	<b>FIE</b>	International Fencing Federation
<b>IWSF</b>	Federación Internacional de Esquí Acuático	<b>IWSF</b>	International Water Ski Federation
<b>FIFA</b>	Federación Internacional de Fútbol Asociación	<b>FIFA</b>	International Federation of Association Football
<b>FIPV</b>	Federación Internacional de Pelota Vasca	<b>FIPV</b>	International Federation of Basque Pelota
<b>FIG</b>	Federación Internacional de Gimnasia	<b>FIG</b>	International Gymnastics Federation
<b>FIH</b>	Federación Internacional de Hockey	<b>FIH</b>	International Hockey Federation
<b>IJF</b>	Federación Internacional de Judo	<b>IJF</b>	International Judo Federation
<b>WKF</b>	Federación Mundial de Karate	<b>WKF</b>	World Karate Federation
<b>IWF</b>	Federación Internacional de Levantamiento de Pesas	<b>IWF</b>	International Weightlifting Federation
<b>FILA</b>	Federación Internacional de Luchas Asociadas	<b>FILA</b>	International Wrestling Federation
<b>FIRS</b>	Federación Internacional de Roller Sports	<b>FIRS</b>	International Roller Sports Federation
<b>UIPM</b>	Unión Internacional de Pentatlón Moderno	<b>UIPM</b>	International Modern Pentathlon Union
<b>IRF</b>	Federación Internacional de Racquetbol	<b>IRF</b>	International Racquetball Federation
<b>FISA</b>	Federación Internacional de Sociedades de Remo	<b>FISA</b>	International Federation of Rowing Associations
<b>IRB</b>	Federación Internacional de Rugby	<b>IRB</b>	International Rugby Board
<b>ISF</b>	Federación Internacional de Softbol	<b>ISF</b>	International Softball Federation
<b>WSF</b>	Federación Mundial de Squash	<b>WSF</b>	World Squash Federation
<b>WTF</b>	Federación Mundial de Taekwondo	<b>WTF</b>	World Taekwondo Federation
<b>ITF</b>	Federación Internacional de Tenis	<b>ITF</b>	International Tennis Federation
<b>ITTF</b>	Federación Internacional de Tenis de Mesa	<b>ITTF</b>	International Table Tennis Federation
<b>FITA</b>	Federación Internacional de Tiro con Arco	<b>FITA</b>	International Archery Federation
<b>ISSF</b>	Federación Internacional de Tiro Deportivo	<b>ISSF</b>	International Shooting Sport Federation
<b>ITU</b>	Unión Internacional de Triatlón	<b>ITU</b>	International Triathlon Union
<b>ISAF</b>	Federación Internacional de Vela	<b>ISAF</b>	International Sailing Federation
<b>FIVB</b>	Federación Internacional de Voleibol	<b>FIVB</b>	International Volleyball Federation



## D. ACODEPA / ACODEPA

ACODEPA		ACODEPA	
SIGLAS ESPAÑOL		ENGLISH ACRONYMS	
UANA	Unión Americana de Natación	ASUA	Amateur Swimming Union of the Americas
CPA	Comisión Panamericana de Atletismo	PAC	Pan American Athletics Commission
PABC	Confederación Panamericana de Bádminton	PBAC	Pan American Badminton Confederation
FIBA Américas	Federación Panamericana de Basquetbol – Américas	FIBA Americas	International Basketball Federation –Americas
PATHF	Federación Panamericana de Equipos de Balonmano	PATHF	Pan American Team Handball Federation
COPABE	Confederación Panamericana de Beisbol	COPABE	Pan American Baseball Confederation
PABCON	Confederación Panamericana de Boliche	PABCON	Pan American Bowling Confederation
AMBC	Confederación Americana de Boxeo	AMBC	American Boxing Confederation
COPAC	Confederación Panamericana de Canoas	COPAC	Pan American Canoe Confederation
COPACI	Confederación Panamericana de Ciclismo	COPACI	Pan American Cycling Confederation
PAEC	Confederación Panamericana de Ecuestre	PAEC	Pan American Equestrian Confederation
CPE	Confederación Panamericana de Esgrima	CPE	Pan American Fencing Confederation
PWSC	Confederación Panamericana de Esquí Acuático	PWSC	Pan American Water Ski Confederation
CONCACAF	Confederación Norte, Centro América y del Caribe de Fútbol	CONCACAF	Confederation of North, Central America and Caribbean Association Football
CONMEBOL	Confederación Sudamericana de Fútbol	CONMEBOL	South American Football Confederation
CPPV	Confederación Panamericana de Pelota Vasca	PBPC	Pan American Basque Pelota Confederation
UPAG	Unión Panamericana de Gimnasia	PAGU	Pan American Gymnastics Union
PAHF	Federación Panamericana de Hockey	PAHF	Pan American Hockey Federation
CPJ	Confederación Panamericana de Judo	PJC	Pan American Judo Confederation
FPK	Federación Panamericana de Karate	FPK	Pan American Karate Federation
FPLP	Federación Panamericana de Levantamiento de Pesas	PWF	Pan American Weightlifting Federation
CPLA	Consejo Panamericano de Luchas Asociadas	PWF	Pan American Weightlifting Federation
CPRS	Confederación Panamericana de Roller Sports	PARSC	Pan American Roller Sports Confederation
CPPM	Confederación Panamericana de Pentatlón Moderno	PAMPC	Pan American Modern Pentathlon Confederation
PARC	Confederación Panamericana de Racquetbol	PARC	Pan American Racquetball Confederation
COPARE	Confederación Panamericana de Remo	COPARE	Pan American Rowing Confederation
PARA	Asociación Panamericana de Rugby	PARA	Pan American Rugby Association
CONPASA	Confederación Panamericana de Softbol Aficionado	CONPASA	Pan American Amateur Softball Confederation
FPS	Federación Panamericana de Squash	FPS	Pan American Squash Federation
PATU	Unión Panamericana de Taekwondo	PATU	Pan American Taekwondo Union
CPT	Confederación Panamericana de Tenis	CPT	Pan American Tennis Confederation
ULTM	Unión Latinoamericana de Tenis de Mesa	LATTU	Latin America Table Tennis Union
COPARCO	Confederación Panamericana de Tiro con Arco	COPARCO	Pan American Archery Confederation
CAT	Confederación Americana de Tiro	CAT	Shooting Confederation of the Americas
PATCO	Confederación Panamericana de Triatlón	PATCO	Pan American Triathlon Confederation
PASAF	Federación Panamericana de Vela	PASAF	Pan American Sailing Federation
UPV	Unión Panamericana de Voleibol	UPV	Pan American Volleyball Union

















## E. COMITÉS OLÍMPICOS NACIONALES / NATIONAL OLYMPIC COMMITTEES



	PAÍS	COMITÉ OLÍMPICO NACIONAL	COUNTRY	NATIONAL OLYMPIC COMMITTEE
	ESPAÑOL		ENGLISH	
	<b>ANT</b> Antigua	Asociación Olímpica de Antigua y Barbuda	Antigua	The Antigua and Barbuda Olympic Association
	<b>AHO</b> Antillas Holandesas	Comité Olímpico de Antillas Holandesas	Netherlands Antilles	Nederlands Antilliaans Olympisch Comité
	<b>ARG</b> Argentina	Comité Olímpico Argentino	Argentina	Argentine Olympic Committee
	<b>ARU</b> Aruba	Comité Olímpico Arubano	Aruba	Aruba Olympic Committee
	<b>BAH</b> Bahamas	Comité Olímpico de Bahamas	Bahamas	Bahamas Olympic Committee
	<b>BAR</b> Barbados	Comité Olímpico de Barbados	Barbados	The Barbados Olympic Association, Inc
	<b>BIZ</b> Belice	Comité Olímpico de Belice y de la Asociación de los Juegos Commonwealth	Belize	Belize Olympic and Commonwealth Games Association
	<b>BER</b> Bermuda	Asociación Olímpica de Bermudas	Bermuda	Bermuda Olympic Association
	<b>BOL</b> Bolivia	Comité Olímpico Boliviano	Bolivia	Bolivian Olympic Committee
	<b>BRA</b> Brasil	Comité Olímpico Brasileiro	Brazil	Brazilian Olympic Committee
	<b>CAN</b> Canadá	Comité Olímpico Canadiense	Canada	Canadian Olympic Committee
	<b>CAY</b> Islas Caimán	Comité Olímpico de Islas Caimán	Cayman Islands	Cayman Islands Olympic Committee
	<b>CHI</b> Chile	Comité Olímpico de Chile	Chile	Chile Olympic Committee
	<b>COL</b> Colombia	Comité Olímpico Colombiano	Colombia	Colombia Olympic Committee
	<b>CRC</b> Costa Rica	Comité Olímpico de Costa Rica	Costa Rica	Costa Rica Olympic Committee
	<b>CUB</b> Cuba	Comité Olímpico Cubano	Cuba	Cuban Olympic Committee
	<b>DMA</b> Dominica	Comité Olímpico de Dominica	Dominica	Dominica Olympic Committee
	<b>DOM</b> República Dominicana	Comité Olímpico Dominicano	Dominican Republic	Dominican Republic Olympic Committee
	<b>ECU</b> Ecuador	Comité Olímpico Ecuatoriano	Ecuador	Ecuador Olympic Committee
	<b>ESA</b> El Salvador	Comité Olímpico de El Salvador	El Salvador	El Salvador Olympic Committee

## CONT. (COMITÉS OLÍMPICOS NACIONALES / NATIONAL OLYMPIC COMMITTEES)



		PAÍS	COMITÉ OLÍMPICO NACIONAL	COUNTRY	NATIONAL OLYMPIC COMMITTEE
		ESPAÑOL		ENGLISH	
	GRN	Granada	Comité Olímpico de Granada	Grenada	The Grenada Olympic Committee
	GUA	Guatemala	Comité Olímpico Guatemalteco	Guatemala	Guatemalan Olympic Committee
	GUY	Guyana	Comité Olímpico de Guyana	Guyana	Guyana Olympic Committee
	HAI	Haití	Comité Olímpico Haitiano	Haiti	Comité Olympique Haitien
	HON	Honduras	Comité Olímpico Hondureño	Honduras	Honduras Olympic Committee
	ISV	Islas Vírgenes EUA	Comité Olímpicos de las Islas Vírgenes de los Estados Unidos	US Virgin Islands	Virgin Islands Olympic Committee
	IVB	Islas Vírgenes GB	Comité Olímpico de las Islas Vírgenes Británicas	British Virgin Islands	British Virgin Islands Olympic Committee
	JAM	Jamaica	Asociación Olímpica de Jamaica	Jamaica	Jamaica Olympic Association, Ltd
	LCA	Santa Lucía	Comité Olímpico de Santa Lucía	St. Lucia	St. Lucia Olympic Committee
	MEX	México	Comité Olímpico Mexicano	Mexico	Mexican Olympic Committee
	NCA	Nicaragua	Comité Olímpico Nicaraguense	Nicaragua	Nicaragua Olympic Committee
	PAN	Panamá	Comité Olímpico de Panamá	Panama	Panama Olympic Committee
	PAR	Paraguay	Comité Olímpico Paraguayo	Paraguay	Paraguay Olympic Committee
	PER	Perú	Comité Ollímpico Peruano	Peru	Peruvian Olympic Committee
	PUR	Puerto Rico	Comité Olímpico de Puerto Rico	Puerto Rico	Puerto Rico Olympic Committee
	SKN	San Cristóbal y Nieves	Comité Olímpico de San Cristobal y Nieves	St. Kitts and Nevis	St. Kitts and Nevis Olympic Committee, Inc.
	SUR	Surinam	Comité Olímpico de Surinam	Suriname	Surinaams Olympisch Comité
	TRI	Trinidad y Tobago	Comité Olímpico de Trinidad y Tobago	Trinidad and Tobago	Trinidad and Tobago Olympic Committee
	URU	Uruguay	Comité Olímpico Uruguayo	Uruguay	Uruguay Olympic Committee
	USA	Estados Unidos	Comité Olímpico de Estados Unidos	United States of America	United States Olympic Committee
	VEN	Venezuela	Comité Olímpico Venezolano	Venezuela	Venezuelan Olympic Committee
	VIN	San Vicente y las Granadinas	Comité Olímpico de San Vicente y las Granadinas	St. Vincent and The Grenadines	The St. Vincent and the Grenadines National Olympic Committee

## F. INSTALACIONES DE COMPETENCIA / COMPETITION VENUES



INSTALACIONES DE COMPETENCIA			COMPETITION VENUES		
ESPAÑOL			ENGLISH		
PV	Villa Panamericana		PV	Pan American Village	
ARC	Arcos Vallarta		ARC	Vallarta Arches	
	MAR	Circuito Panamericano de Maratón		MAR	Pan American Marathon Circuit
	CAM	Circuito Panamericano de Caminata		CAM	Pan American Race Walk Circuit
	CPC	Circuito Panamericano de Ciclismo contra Reloj		CPC	Pan American Time Trial Cycling Circuit
	RPC	Ruta Panamericana de Ciclismo		RPC	Pan American Cycling Route
EZM	Estadios Deportivos ZMG		EZM	Sports Stadiums GMA	
	EOM	Estadio Omniflife		EOM	Omniflife Stadium
	ETL	Estadio Tlaquepaque		ETL	Tlaquepaque Stadium
	EPA	Estadio Telmex de Atletismo		EPA	Telmex Athletics Stadium
REV	Unidad Deportiva Revolución		REV	Revolucion Sports Complex	
	CFR	Complejo de Pelota Vasca		CFR	Basque Pelota Complex
	CRA	Complejo de Racquetbol		CRA	Racquetball Complex
	EPH	Estadio Panamericano de Hockey		EPH	Pan American Hockey Stadium
	ETA	Estadio Panamericano de Tiro con Arco		ETA	Pan American Archery Stadium
	GUM	Gimnasio de usos múltiples		GUM	Multipurpose Gymnasium
	PAP	Patinódromo Panamericano		PAP	Pan American Roller Skating Track
CPA	Unidad Deportiva CODE Paradero		CPA	CODE Paradero Sports Complex	
	FHA	Foro de Halterofilia		FHA	Weightlifting Forum
	PPT	Polígono Panamericano de Tiro		PPT	Pan American Shooting Range
	VEP	Velódromo Panamericano		VEP	Pan American Velodrome
CAL	Unidad Deportiva CODE Alcalde		CAL	CODE Alcalde Sports Complex	
	COD	Domo del CODE		COD	CODE Dome
	COS	Complejo de Squash		COS	Squash Complex
PME	Parque Metropolitano		PME	Metropolitan Park	
	CAP	Centro Acuático Scotiabank		CAP	Scotiabank Aquatics Center
	CPT	Complejo Telcel de Tenis		CPT	Telcel Tennis Complex
LMA	Unidad Deportiva López Mateos		LMA	Lopez Mateos Sports Complex	
	CPG	Complejo Nissan de Gimnasia		CPG	Nissan Gymnastics Complex
	EPS	Estadio Panamericano de Softbol		EPS	Pan American Softball Stadium
AVI	Unidad Deportiva Ávila Camacho		AVI	Avila Camacho Sports Complex	
	CPV	Complejo Panamericano de Voleibol		CPV	Pan American Volleyball Complex
CII	Unidad Deportiva CODE II		CII	CODE II Sports Complex	
	GIM	Gimnasio del CODE II		GIM	CODE II Gymnasium
CSN	CODE San Nicolás		CSN	CODE San Nicolas	
	BMX	Pista de BMX		BMX	BMX Track

## CONT. (INSTALACIONES DE COMPETENCIA / COMPETITION VENUES)



INSTALACIONES DE COMPETENCIA			COMPETITION VENUES		
ESPAÑOL			ENGLISH		
SAR	Unidad Deportiva Parque San Rafael		SAR	San Rafael Sports Complex	
	GSR	Gimnasio San Rafael		GSR	San Rafael Gymnasium
DZM	Diversas ZMG		DZM	Various GMZ	
	BTA	Bolerama Tapatio		BTA	Tapatio Bowling Alley
	AEG	Arena EXPO Guadalajara		AEG	EXPO Guadalajara Arena
	CHA	Club de Esquí Acuático Boca Laguna		CHA	Boca Laguna Water Ski Club
	CIN	Club Cinegético Jalisciense		CIN	Jalisco Hunting Club
	CGS	Club de Golf Santa Sofía		CGS	Santa Sofia Golf Club
	GCC	Guadalajara Country Club		GCC	Guadalajara Country Club
	HIP	Club Hípica		HIP	Hipica Club
EXP	EXPO Guadalajara		EXP	EXPO Guadalajara	
	MOC	Centro principal de operaciones		MOC	Main Operations Center
	MPC	Centro principal de prensa		MPC	Main Press Center
	TOC	Centro de operaciones tecnológicas		TOC	Technology Operations Center
	IBC	Centro de transmisiones		IBC	International Broadcast Center
	MAC	Centro principal de acreditación		MAC	Main Accreditation Center

## G. SUBSEDES / SUBSITES

SUBSEDES			SUBSITES		
ESPAÑOL			ENGLISH		
PVA	Puerto Vallarta		PVA	Puerto Vallarta	
	API	Terminal Marítima Puerto Vallarta		API	Puerto Vallarta Maritime Terminal
	CVP	Estadio Panamericano de Voleibol de Playa		CVP	Pan American Beach Volleyball Stadium
	YAT	Vallarta Yacht Club		YAT	Vallarta Yacht Club
TAP	Tapalpa		TAP	Tapalpa	
	MON	Circuito Panamericano de Ciclismo de Montaña		MON	Pan American Mountain Bike Circuit
CGZ	Ciudad Guzmán		CGZ	Ciudad Guzmán	
	PRC	Pista de Remo y Canotaje		PRC	Rowing and Canoeing Course
LAG	Lagos de Moreno		LAG	Lagos de Moreno	
	EPB	Estadio Panamericano de Beisbol		EPB	Pan American Baseball Stadium

## H. DEPORTES / SPORTS

DEPORTES / SPORTS	
ESPAÑOL	ENGLISH
Deporte	Sport
Disciplina	Discipline
Pictogramas	Pictograms
Prueba	Event, trial
Atleta	Athlete
Delegación	Delegation
Tamaño de la delegación	Delegation size
Equipo	Team
Tamaño del equipo	Team size
Rama	Gender
Junta técnica	Technical Meeting
Delegado Técnico	Technical Delegate
Cuota	Quota
Programa de Competencia	Competition Schedule
Área de operación	Back of house
Área de competencia	Field of play
Manual de Calificación	Qualification Manual
Manual Técnico	Technical Manual
Oficial Técnico internacional	International Technical Official (ITO)
Oficial Técnico	Technical Official
Oficiales de delegación	Team Officials
Oficiales Adicionales	Additional Officials ("As")
Resultados deportivos	Sport Results
OVR - Resultados en la instalación	OVR- On Venue Results
CID- Centro de información deportiva	SIC- Sports Information Center
Layout	Layout
Overlay	Overlay
Jueces locales	Local Judges
Jueces Nacionales	National Judges
Jueces Internacionales	International Judges
Director de competencia	Competition Manager
Gerente de instalación	Venue Manager

DEPORTES / SPORTS	
ESPAÑOL	ENGLISH
Sistema de Administración de los Juegos	GMS - Games Management System
Regla 39	Rule 39
Eventos de Prueba	Test Events
Calificación Olímpica	Olympic Qualification
Acuáticos	Aquatics
Clavados	Diving
Nado Sincronizado	Synchronized Swimming
Natación	Swimming
Polo Acuático	Water Polo
Aguas Abiertas	Open Water Swimming
Atletismo	Athletics
Pista y Campo	Track and Field
Maratón	Marathon
Caminata	Race Walk
Bádminton	Badminton
Baloncesto	Basketball
Balonmano	Handball
Béisbol	Baseball
Boliche	Bowling
Boxeo	Boxing
Canotaje	Canoeing
Ciclismo	Cycling
Ciclismo de Ruta	Road Cycling
Ciclismo de Pista	Track Cycling
Ciclismo de Montaña	Mountain Bike
Ciclismo BMX	BMX Cycling
Ecuestre	Equestrian
Salto	Jumping
Concurso Completo	Eventing
Adiestramiento	Dressage
Esgrima	Fencing

## CONT. (DEPORTES / SPORTS)



DEPORTES / SPORTS	
ESPAÑOL	ENGLISH
Esquí Acuático	Water Ski
Frontón	Basque Pelota
Futbol	Football
Gimnasia	Gymnastics
Gimnasia Artística	Artistic Gymnastics
Gimnasia Rítmica	Rhythmic Gymnastics
Trampolín	Trampoline
Hockey	Hockey
Judo	Judo
Karate	Karate
Levantamiento de Pesas	Weightlifting
Lucha	Wrestling
Patinaje	Skating
Patinaje de Velocidad	Speed Skating
Patinaje Artístico	Figure Skating
Pentatlón Moderno	Modern Pentathlon
Racquetbol	Racquetball
Remo	Rowing
Rugby 7	Rugby 7
Softbol	Softball
Squash	Squash
Taekwondo	Taekwondo
Tenis	Tennis
Tenis de Mesa	Table Tennis
Tiro con Arco	Archery
Tiro	Shooting
Aire	Air
Plato – Proyectil	Trap fire
Triatlón	Triathlon
Vela	Sailing
Voleibol	Volleyball
Voleibol de Playa	Beach Volleyball



## I. RELACIONES INTERNACIONALES / INTERNATIONAL RELATIONS



RELACIONES INTERNACIONALES / INTERNATIONAL RELATIONS	
ESPAÑOL	ENGLISH
Comité Olímpico Internacional (COI)	International Olympic Committee (IOC)
Comité Olímpico Nacional (CON)	National Olympic Committee (NOC)
Invitado de CON	NOC Guest
Atención y Servicio a los CONS	NOC Relations and Services
Coordinador CONS habla hispana	Spanish-speaking NOC Coordinator
Coordinador CONS habla inglesa	English speaking NOC Coordinator
Oficina de atención y servicio a los CONS	NOC Relations and Services office
Jefe de misión (JDM)	Chef de Mission (CDM)
Jefes de misión	Chefs de Mission
Manual de Jefes de Misión	Chefs de Mission Manual
Borrador del Manual de Jefes de Misión	Chefs de Mission Dossier
Seminario de Jefes de Misión	Chefs de Mission Seminar
Reunión de Jefes de Misión	Chefs de Mission Meeting
Sala de Reunión de Jefes de Misión	Chefs de Mission Meeting Hall
Asistente de CON	NOC Assistant
Protocolo	Protocol
Congreso Panamericano	Pan American Congress
Attaché	Attaché
Servicios de Lenguaje	Language Services
Servicios de traducción	Translation Services
Servicios de interpretación	Interpretation Services

## J. AEROPUERTO / AIRPORT



AEROPUERTO / AIRPORT	
ESPAÑOL	ENGLISH
Pasaporte	Passport
Visa	Visa
Proceso de aplicación de visa	Visa application procedure
Módulo de ayuda en aeropuerto	Airport Help Desk
Operaciones de llegadas y salidas	Arrival and Departure Operations
Llegada	Arrival
Salida	Departure
Vuelo	Flight
Número de vuelo	Flight number
Aerolínea	Airline
Aduana	Customs
Migración	Immigration entry/exit checkpoints
Etiquetas de equipaje	Luggage tags
Equipaje perdido	Lost luggage
Puertos de entrada	Ports of entry
Manejo de equipamiento deportivo	Handling of sports equipment
Módulo de equipamiento deportivo en aeropuerto	Sports equipment handover desk
Manual de Aduanas	Customs and Freight Manual
Internación de equipo	Equipment Internment

## K. CERMONIAS / CEREMONIES

CEREMONIAS / CEREMONIES	
ESPAÑOL	ENGLISH
Ceremonia de inauguración	Opening Ceremony
Ceremonia de clausura	Closing Ceremony
Ceremonia de premiación	Medal Ceremony
Primer lugar	First place
Segundo lugar	Second place
Tercer lugar	Third place
Bandera	Flag
Bandera Nacional	National Flag
Himno	Anthem
Himno Nacional	National Anthem
Medalla de oro/plata/bronce	Gold / Silver / Bronze medal
Medallista	Medallist
Podio	Podium
Equipo ganador	Winning Team

## L. ACREDITACIÓN / ACCREDITATION

ACREDITACIÓN / ACCREDITATION	
ESPAÑOL	ENGLISH
Acreditación	Accreditation
Manual de Acreditación	Accreditation Manual
Centros de Acreditación	Accreditation Centers
Estacionamiento para acreditados	Accredited Parking
Personal acreditado	Accredited staff
Cédula de Identidad Panamericana	Pan American Identity Card
Centro principal de acreditación	Main Accreditation Center
Oficina de ayuda de acreditación	Venue Accreditation Help Office / Help desk
Centros de validación	Validation Centers
Categorías de acreditación	Accreditation Categories
Zonas de acreditación	Accreditation Access Zones
Tribunas para acreditados	Accredited Seating
Servicio de transporte para acreditados	Accredited Transport Service
Entrada con acreditación	Accredited entrance
PRD - Proceso de registro de delegaciones	DRP- Delegation Registration Process
Pre Registro	Pre Registration
Lista larga	Long list
Pre-RRD- Reunión de Pre Registro de Delegaciones	Pre -DRM - Pre Delegation Registration Meeting
RRD - Reunión de Registro de Delegaciones	DRM - Delegation Registration Meeting
Control de Acreditación	Accreditation Checkpoint

## M. SERVICIOS MÉDICOS / MEDICAL SERVICES



SERVICIOS MÉDICOS / MEDICAL SERVICES	
ESPAÑOL	ENGLISH
AMA	WADA
Agencia Mundial Antidopaje	World Anti-doping Agency
Comité Ejecutivo de AMA	WADA Executive Committee
Guía Farmaceutica	Pharmaceutical Guide
Comisión Médica de la ODEPA	PASO Medical Commission
Excepción de uso terapéutico	TUE - Therapeutic Use Exemption
Proceso de Excepción de uso terapéutico	TUE application process
Formulario de importación de Medicamentos	Application Form for Importation of Medicine
Sustancia prohibida	Banned substance
Sustancia controlada	Controlled substance
Medicina prohibida	Prohibited drug
Dopaje	Doping
Oficial de control de dopaje	Doping control chaperone
Formulario de control de dopaje	Doping control form
Forma de concentimiento del atleta	Athlete release form
Guía de control de dopaje	Doping control guide
Laboratorio de control de dopaje	Doping control Laboratory
Muestras de control de dopaje	Doping control samples
Pruebas de control de dopaje	Doping control testing
Pruebas durante competencias	in-competition testing
Pruebas fuera de las competencias	out-of competition testing
Observadores independientes	Independent observers
Doctor	Doctor
Dentista	Dentist
Estado de salud	Health condition
Muestra de orina	Urine Sample
Muestra de sangre	Blood Sample
Examen de sangre	Blood test
Sello de seguridad	Security Seal
Marcador	Marker
Metabólico	Metabolite

## CONT. (SERVICIOS MÉDICOS / MEDICAL SERVICES)

SERVICIOS MÉDICOS / MEDICAL SERVICES	
ESPAÑOL	ENGLISH
Emergencia Médica	Medical emergency
Profesional de la salud	Health professional
Paramédicos	Paramedics
Equipo Médico	Medical equipment
Policlínica	Polyclinic
Primeros auxilios	First aid
Tratamiento ambulatorio	Outpatient treatment
Hospital Oficial	Official Hospital
Lesión deportiva	Sports injury
Lesión aguda	Acute injury
Lesión crónica	Chronic injury
dolor repentino/intenso/moderado	sudden / severe / mild pain
Fractura ósea	Bone fracture
Articulaciones dislocadas	Dislocated joints
Esguince muscular	Muscle sprains
Desgarre muscular	Muscle strains
Hinchazón	swelling
Hombro dislocado	Dislocated shoulder
Deshidratación	dehydration
Esguince de tobillo / muñeca	sprained ankle/wrist
Desgarre de ligamentos	tears of the ligaments
Desgarre de tendones	tears of the tendons
Infección	infection
Cansancio	fatigue
Cicatriz	Scar
Síntomas	symptoms
Sangrado	Bleeding
Torticolis	Stiff neck
Náuseas	Nausea

## CONT. (SERVICIOS MÉDICOS / MEDICAL SERVICES)

SERVICIOS MÉDICOS / MEDICAL SERVICES	
ESPAÑOL	ENGLISH
Insolación	Heat Stroke
Desmayarse	To pass out, to faint
Mareo	Dizziness
Somnolencia	Drowsiness
Dieta	Diet
Diagnóstico Médico	Medical Diagnosis
Diabetes	Diabetes
Intolerancia a la lactosa	Lactose intolerance
Ambulancia en la instalación	On-site Ambulance
Tratamiento médico de carácter no urgente	Non-emergency Medical Treatment
Receta médica	Prescription
Antiséptico	antiseptic
Medicamento sin necesidad de receta médica	Over the counter drug
Antiinflamatorios	Anti-inflammatory drugs
Bolsa de hielo	Ice pack
Yeso	Plaster
Operación	Surgery
Antidiarréico	Anti-diarrhea drug
Antiviral	Anti-viral
Ultrasonido	Ultrasound
Vacunar	Vaccination
Rayos X	X-Ray
Resonancia Magnética	Magnetic Resonance Imaging
Relajante muscular	Muscle relaxant
Proceso de curación	Healing process
Ejercicios de rehabilitación	Rehabilitation exercises
Masaje deportivo	sport massage
Cama de masaje	Massage bed
Estiramiento	Stretch
Fisioterapia	Physiotherapy

## N. SEGURIDAD / SECURITY



SEGURIDAD / SECURITY	
ESPAÑOL	INGLÉS
Perímetro Seguro	Secure Perimeter
Perímetro de Seguridad	Security Perimeter
Aseguramiento de la instalación	Venue lockdown

## O. VILLA PANAMERICANA / PAN AMERICAN VILLAGE

VILLA PANAMERICANA / PAN AMERICAN VILLAGE	
ESPAÑOL	INGLÉS
Zona Internacional	International Zone
Zona Residencial	Residential Zone
Plaza de Banderas	Flag Square
Teatro de los Pueblos	People's Theater
Directorio de Servicios	Directory of Services
Pase diario	Day Pass
Pase de invitado	Guest Pass
Salida de emergencia	Emergency Exit
Recepción	Front Desk
Gobernador de la Villa	Village Mayor
Alarma de incendios	Fire Alarm
Servicio de limpieza de habitaciones	Housekeeping
Shuttle interno	Internal Shuttle
Terminal de transporte	Transport Mall
Comedor	Dining Hall
Discoteca	Dance Club
Capilla Ecuménica	Ecumenical Chapel
Agencia de viajes	Travel agency
Cajeros automáticos	ATMs
Banco	Bank
Módulo de información	Information service booth
CID- Centro de información deportiva	SID- Sports Information Desk
Gimnasio	Fitness Center
Centro de Bienvenida	Welcome Center
Área de descanso para staff	Workforce rest area
Bodega Logística	Logistics Warehouse
Ropa de cama	Bed Linens
Muebles, Instalaciones Fijas y Equipamiento	F, F & E - Furniture, Fixtures and Equipment
Riesgo de daños	Risk of Damage



## P. HOSPEDAJE / ACCOMMODATION



HOSPEDAJE / ACCOMMODATION	
ESPAÑOL	ENGLISH
Hospedaje	Accommodation
Guía de Hospedaje	Accommodation Guide
Hotel Sede	Official Hotel
Hotel de la Familia ODEPA	PASO Family Hotel
Huesped	Guest
Ocupación sencilla	Single occupancy
Ocupación doble	Double occupancy
Tarifa	Rate
Dirección web	Link
Módulo de hospitalidad	Hospitality desk
Reservación	Booking
Recepción	Lobby

## Q. TRANSPORTE Y LOGÍSTICA / TRANSPORT AND LOGISTICS

TRANSPORTE Y LOGÍSTICA / TRANSPORT AND LOGISTICS	
ESPAÑOL	INGLÉS
Carril Panamericano	Pan American Lane
Chofer	Driver
Vehículo	Vehicle
Permisos de acceso vehicular	VAPPS- Vehicle Access and Parking Permits
Ruta	Route
Calle	Road
Autobus	Bus
Terminal de Transporte	Transport Mall
Shuttle	Shuttle
Estacionamiento Satelital	Park and Ride
Transporte público	Public Transport
Zona de ascenso y descenso de transporte	Load Zone
Compañía logística	Customs Agency / Freight Forwarder
Manual Aduanero	Customs and Freight Manual
Envío	Shipment / Shipping
Internación de equipo	Equipment Internment

## R. BOLETAJE / TICKETING

BOLETAJE / TICKETING	
ESPAÑOL	ENGLISH
Boleto	Ticket
Guía de Boletaje	Ticketing Guide
Evento General	General Event
Evento Numerado	Numbered Event
Evento PEL (Prime Event Limitation)	PEL Event (Prime Event Limitation)
Tribuna ODEPA	PASO Tribune
Tribuna de Honor	Honour tribune
Acceso	Access
Sección	Section
Fila	Row
Asientos	Seats
Gradas	Spectator Seating
Precio	Price
Tipo de Cambio	Exchange Rate
Moneda	Currency
Extranet	Extranet
Sesiones	Sessions
Evento	Event
Taquilla	Ticket box office
Preliminares	Preliminaries
Semifinales	Semifinals
Finales	Finals
Multipase	Multipass
Will Call	Will Call

## S. MERCADOTECNIA / MARKETING

MERCADOTECNIA / MARKETING	
ESPAÑOL	ENGLISH
Mascotas	Mascots
Leo	Leo
Huichi	Huichi
Gavo	Gavo
Pictogramas	Pictograms
Proveedor Oficial	Official Supplier
Socios Comerciales	Marketing Partners
Patrocinador Oficial	Official Sponsor
Colaboradores	Collaborators
Rate Card	Rate Card
Redes Sociales	Social Networks
Derechos de TV	TV Rights
Cobertura de Televisión	TV Coverage
Relevo de la Antorcha	Torch Relay
Fuego Panamericano	Pan American Flame
Tienda Oficial	Official Store
Benefactor	Benefactor
Licenciarios	Licencees

# Communicating With and About People with Disabilities



## 1. Words

Positive language empowers. When writing or speaking about people with disabilities, it is important to put the person first. Group designations such as "the blind," "the retarded" or "the disabled" are inappropriate because they do not reflect the individuality, equality or dignity of people with disabilities. Further, words like "normal person" imply that the person with a disability isn't normal, whereas "person without a disability" is descriptive but not negative. The accompanying chart shows examples of positive and negative phrases.

Affirmative Phrases	Negative Phrases
<ul style="list-style-type: none"> <li>Person with an intellectual, cognitive, developmental disability</li> </ul>	<ul style="list-style-type: none"> <li>Retarded; mentally defective</li> </ul>
<ul style="list-style-type: none"> <li>Person who is blind, person who is visually impaired</li> </ul>	<ul style="list-style-type: none"> <li>The blind</li> </ul>
<ul style="list-style-type: none"> <li>Person with a disability</li> </ul>	<ul style="list-style-type: none"> <li>The disabled; handicapped</li> </ul>
<ul style="list-style-type: none"> <li>Person who is deaf</li> </ul>	<ul style="list-style-type: none"> <li>The deaf; deaf and dumb</li> </ul>
<ul style="list-style-type: none"> <li>Person who is hard of hearing</li> </ul>	<ul style="list-style-type: none"> <li>Suffers a hearing loss</li> </ul>
<ul style="list-style-type: none"> <li>Person who has multiple sclerosis</li> </ul>	<ul style="list-style-type: none"> <li>Afflicted by ms</li> </ul>
<ul style="list-style-type: none"> <li>Person with cerebral palsy</li> </ul>	<ul style="list-style-type: none"> <li>Cp victim</li> </ul>
<ul style="list-style-type: none"> <li>Person with epilepsy, person with seizure disorder</li> </ul>	<ul style="list-style-type: none"> <li>Epileptic</li> </ul>
<ul style="list-style-type: none"> <li>Person who uses a wheelchair</li> </ul>	<ul style="list-style-type: none"> <li>Confined or restricted to a wheelchair</li> </ul>
<ul style="list-style-type: none"> <li>Person who has muscular dystrophy</li> </ul>	<ul style="list-style-type: none"> <li>Stricken by md</li> </ul>
<ul style="list-style-type: none"> <li>Person with a physical disability, physically disabled</li> </ul>	<ul style="list-style-type: none"> <li>Crippled; lame; deformed</li> </ul>
<ul style="list-style-type: none"> <li>Unable to speak, uses synthetic speech</li> </ul>	<ul style="list-style-type: none"> <li>Dumb; mute</li> </ul>
<ul style="list-style-type: none"> <li>Person with psychiatric disability</li> </ul>	<ul style="list-style-type: none"> <li>Crazy; nuts</li> </ul>
<ul style="list-style-type: none"> <li>Person who is successful, productive</li> </ul>	<ul style="list-style-type: none"> <li>Has overcome his/her disability; is courageous (when it implies the person has courage because of having a disability)</li> </ul>

## 2. Actions

### A. General Tips for Communicating with People with Disabilities

- When introduced to a person with a disability, it is appropriate to offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
- If you offer assistance, wait until the offer is accepted. Then listen to or ask for instructions.
- Treat adults as adults. Address people who have disabilities by their first names only when extending the same familiarity to all others.
- Relax. Don't be embarrassed if you happen to use common expressions such as "See you later," or "Did you hear about that?" that seem to relate to a person's disability.
- Don't be afraid to ask questions when you're unsure of what to do.

### B. Tips for Communicating with Individuals Who are Blind or Visually Impaired

- Speak to the individual when you approach him or her.
- State clearly who you are; speak in a normal tone of voice.
- When conversing in a group, remember to identify yourself and the person to whom you are speaking.
- Never touch or distract a service dog without first asking the owner.
- Tell the individual when you are leaving.
- Do not attempt to lead the individual without first asking; allow the person to hold your arm and control her or his own movements.
- Be descriptive when giving directions; verbally give the person information that is visually obvious to individuals who can see. For example, if you are approaching steps, mention how many steps.
- If you are offering a seat, gently place the individual's hand on the back or arm of the chair so that the person can locate the seat.

### C. Tips for Communicating with Individuals who are Deaf or Hard of Hearing

- Gain the person's attention before starting a conversation (i.e., tap the person gently on the shoulder or arm).
- Look directly at the individual, face the light, speak clearly, in a normal tone of voice, and keep your hands away from your face. Use short, simple sentences. Avoid smoking or chewing gum.
- If the individual uses a sign language interpreter, speak directly to the person, not the interpreter.
- If you telephone an individual who is hard of hearing, let the phone ring longer than usual. Speak clearly and be prepared to repeat the reason for the call and who you are.
- If you do not have a Text Telephone (TTY), dial 711 to reach the national telecommunications relay service, which facilitates the call between you and an individual who uses a TTY.

### D. Tips for Communicating with Individuals with Mobility Impairments

- If possible, put yourself at the wheelchair user's eye level.
- Do not lean on a wheelchair or any other assistive device.
- Never patronize people who use wheelchairs by patting them on the head or shoulder.
- Do not assume the individual wants to be pushed —ask first.
- Offer assistance if the individual appears to be having difficulty opening a door.
- If you telephone the individual, allow the phone to ring longer than usual to allow extra time for the person to reach the telephone.

### E. Tips for Communicating with Individuals with Speech Impairments

- If you do not understand something the individual says, do not pretend that you do. Ask the individual to repeat what he or she said and then repeat it back.
- Be patient. Take as much time as necessary.
- Try to ask questions which require only short answers or a nod of the head.
- Concentrate on what the individual is saying.



- Do not speak for the individual or attempt to finish her or his sentences.
- If you are having difficulty understanding the individual, consider writing as an alternative means of communicating, but first ask the individual if this is acceptable.

#### F. Tips for Communicating with Individuals with Cognitive Disabilities

- If you are in a public area with many distractions, consider moving to a quiet or private location.
- Be prepared to repeat what you say, orally or in writing.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision-making. Wait for the individual to accept the offer of assistance; do not "over-assist" or be patronizing.
- Be patient, flexible and supportive. Take time to understand the individual and make sure the individual understands you.
- Remember :
  - Relax
  - Treat the individual with dignity, respect and courtesy
  - Listen to the individual
  - Offer assistance but do not insist or be offended if your offer is not accepted

## PARAPAN AMERICAN GAMES APPENDICES

### A. LA FIESTA DE AMÉRICA / AMERICA'S FIESTA

LA FIESTA DE AMÉRICA		AMERICA'S FIESTA	
SIGLAS ESPAÑOL		ENGLISH ACRONYMS	
IPC	Comité Paralímpico Internacional	IPC	International Paralympic Committee
APC	Comité Paralímpico de las Américas	APC	Americas Paralympic Committee
CPN	Comité Paralímpico Nacional	NPC	National Paralympic Committee
COPAG	Comité Organizador de los Juegos Parapanamericanos Guadalajara 2011	COPAG	Parapan American Games Guadalajara 2011 Organizing Committee
FIDP	Federación Internacional Deportiva Paralímpica	IPSF	International Paralympic Sport Federation
CODEJALISCO	Consejo Estatal para el Fomento Deportivo y el Apoyo a la Juventud	CODEJALISCO	Jalisco Sports Council
COMUDE	Consejo Municipal del Deporte de Guadalajara	COMUDE	Guadalajara Municipal Sports Council
COPAIME	Comité Paralímpico Mexicano	COPAIME	Mexican Paralympic Committee
AMA	Agencia Mundial Antidopaje	WADA	World Anti-Doping Agency

### B. ÓRGANO DE GOBIERNO IPC / IPC GOVERNING BOARD

ÓRGANO DE GOBIERNO IPC		IPC GOVERNING BOARD	
CARGO	NOMBRE	POSITION	NAME
Presidente	Sir Philip Craven MBE	President	Sir Philip Craven MBE
Vicepresidente	Sr. Greg Hartung	Vice President	Mr. Greg Hartung
Miembro del Comité	Dato' Zainal Abu Zarin	Member at Large	Dato' Zainal Abu Zarin
Miembro del Comité	Sr. Jose Luis Campo	Member at Large	Mr. Jose Luis Campo
Miembro del Comité	Srita. Ann Cody	Member at Large	Ms. Ann Cody
Miembro del Comité	Sr. Alan Dickson	Member at Large	Mr. Alan Dickson
Miembro del Comité	Srita. Rita van Driel	Member at Large	Ms. Rita van Driel
Miembro del Comité	Sr. Ali Harzallah	Member at Large	Mr. Ali Harzallah
Miembro del Comité	Srita. Hyang-Sook Jang	Member at Large	Ms. Hyang-Sook Jang
Miembro del Comité	Sr. Patrick Jarvis	Member at Large	Mr. Patrick Jarvis
Miembro del Comité	Sr. Andrew Parsons	Member at Large	Mr. Andrew Parsons
Miembro del Comité	Sr. Miguel Sagarra	Member at Large	Mr. Miguel Sagarra
Representante de los Atletas	Sr. Robert Balk	Athletes' Representative*	Mr. Robert Balk
Director Ejecutivo**	Sr. Xavier Gonzalez	Chief Executive Officer**	Mr. Xavier Gonzalez

\* ex-officio member with voting right

\*\* ex-officio member without voting right

## C. COMITÉ EJECUTIVO APC / APC EXECUTIVE COMMITTEE

COMITÉ EJECUTIVO APC		APC EXECUTIVE COMMITTEE	
CARGO	NOMBRE	POSITION	NAME
Presidente	Sr. Octavio Londoño Giraldo	President	Mr. Octavio Londoño Giraldo
Miembro Principal	Sr. Eric Guillermo Diaz	Member at Large	Mr. Eric Guillermo Diaz
Miembro Principal	Sr. Mike Peters	Member at Large	Mr. Mike Peters
Representante de los Atletas	Srita. Liliana (Lilo) Liubisic	Athletes' Representative	Ms. Liliana (Lilo) Liubisic

## D. MIEMBROS ORGANO DE GOBIERNO DE AMÉRICA DE IPC / IPC GOVERNING BOARD MEMBERS FOR AMERICA

MIEMBROS ORGANO DE GOBIERNO DE AMÉRICA DE IPC		IPC GOVERNING BOARD MEMBERS FOR AMERICA	
CARGO	NOMBRE	POSITION	NAME
Miembro del Comité	Sr. José Luis Campo	Member at Large	Mr. José Luis Campo
Miembro del Comité	Sr. Andrew Parsons	Member at Large	Mr. Andrew Parsons
Miembro del Comité	Srita. Ann Cody	Member at Large	Ms. Ann Cody
Miembro del Comité	Sr. Patrik Jacobs	Member at Large	Mr. Patrik Jacobs
Representante de los Atletas	Sr. Robert Balk	Athletes' Representative	Mr. Robert Balk

## E. FEDERACIONES INTERNACIONALES / INTERNATIONAL FEDERATIONS

FEDERACIONES INTERNACIONALES		INTERNATIONAL FEDERATIONS		DEPORTE
SIGLAS ESPAÑOL		ENGLISH ACRONYMS		SPORT
CPI	Comité Paralímpico Internacional	IPC	International Paralympic Committee	Atletismo / Athletics Natación / Swimming Levantamiento de Pesas / Powerlifting
FIPC	Federación Internacional de Deportes para Ciegos	IBSA	International Blind Sport Federation	Futbol-5 / Football 5-a-side Golbol / Goalball Judo / Judo
FIT	Federación Internacional de Tenis	ITF	International Tennis Federation	Tenis en Silla de Ruedas / Wheelchair Tennis
ITTF	Federación Internacional de Tenis de Mesa	ITTF	International Table Tennis Federation	Tenis de Mesa / Table Tennis
WOVD	Organización Mundial de voleibol para discapacitados	WOVD	World Organisation Volleyball for Disabled	Voleibol sentado / Sitting Volleyball
UCI	Unión Ciclista Internacional	UCI	International Cycling Union	Ciclismo / Cycling
CPISRA	Asociación recreativa y deportiva internacional de la parálisis cerebral	CPISRA	Cerebral Palsy International Sport and Recreational Association	Boccia / Boccia
FITA	Federación Internacional de Tiro con Arco	FITA	International Archery federation	Tiro con Arco / Archery
IWBF	Federación Internacional de Baloncesto sobre silla de ruedas	IWBF	International Wheelchair Basketball Federation	Baloncesto en Silla de Ruedas / Wheelchair Basketball

## F. COMITÉS PARALÍMPICOS NACIONALES / NATIONAL PARALYMPIC COMMITTEES

		PAÍS	COMITÉ PARALÍMPICO NACIONAL	COUNTRY	NATIONAL PARALYMPIC COMMITTEE
		ESPAÑOL		ENGLISH	
	ARG	Argentina	Comité Paralímpico de Argentina	Argentina	Argentine Paralympic Committee
	BAR	Barbados	Comité Paralímpico de Barbados	Barbados	The Barbados Paralympic Association, Inc
	BER	Bermuda	Asociación Olímpica de Bermudas	Bermuda	Bermuda Paralympic Association
	BRA	Brasil	Comité Paralímpico Brasileiro	Brazil	Brazilian Paralympic Committee
	CAN	Canadá	Comité Paralímpico Canadiense	Canada	Canadian Paralympic Committee
	CHI	Chile	Federacion Paralímpica de Chile	Chile	Chile Paralympic Committee
	COL	Colombia	Comité Paralímpico Colombiano	Colombia	Colombia Paralympic Committee
	CRC	Costa Rica	Comité Paralímpico de Costa Rica	Costa Rica	Costa Rica Paralympic Committee
	CUB	Cuba	Federacion Cubana de Deportes y Recreación para Discapacitados	Cuba	Cuban Sports and Recreation Federation for the Disabled
	DOM	República Dominicana	Comité Paralímpico Dominicano	Dominican Republic	Dominican Republic Paralympic Committee
	ECU	Ecuador	Federación Ecuatoriana de Educación y Rehabilitación de Discapacitados "Mitad del Mundo"	Ecuador	Ecuadorian Education and Rehabilitation Federation for the Disabled "mitad del Mundo"
	ESA	El Salvador	Asociación Salvadoreña del Deporte Sobre Sillas de Ruedas	El Salvador	Salvadorean Association for Sports on Wheelchairs
	GUA	Guatemala	Comité Paralímpico Guatemalteco	Guatemala	Guatemalan Paralympic Committee
	HAI	Haití	Federación Haitiana de Asociaciones e Instituciones para la Gente con Discapacidad.	Haiti	Haitian Federation of Associations and Institutions for Handicapped People
	HON	Honduras	Comité Paralímpico de Honduras	Honduras	Honduras Paralympic Committee
	JAM	Jamaica	Asociación de Paraplégicos de Jamaica	Jamaica	Jamaica Paraplegic Association
	MEX	México	Comité Paralímpico Mexicano	Mexico	Mexican Paralympic Committee
	NCA	Nicaragua	Comité Paralímpico Nicaraguense	Nicaragua	Nicaragua Paralympic Committee
	PAN	Panamá	Comité Paralímpico de Panamá	Panama	Panama Paralympic Committee
	PER	Perú	Comité Paralímpico Peruano	Peru	Peruvian Paralympic Committee
	PUR	Puerto Rico	Comité Paralímpico de Puerto Rico	Puerto Rico	Puerto Rico Paralympic Committee
	SUR	Surinam	Comité Paralímpico de Suriname	Suriname	Surinaams Para Olympisch Comité
	TRI	Trinidad y Tobago	Comité Paralímpico de Trinidad y Tobago	Trinidad and Tobago	Trinidad and Tobago Paralympic Committee
	URU	Uruguay	Comité Paralímpico Uruguayo	Uruguay	Uruguayan Paralympic Committee
	USA	Estados Unidos	EE.UU. Equipo Paralímpico	United States of America	USA Paralympics
	VEN	Venezuela	Comité Paralímpico Venezolano	Venezuela	Venezuelan Paralympic Committee

## G. INSTALACIONES DE COMPETENCIA / COMPETITION VENUES



INSTALACIONES DE COMPETENCIA			COMPETITION VENUES		
ESPAÑOL			ENGLISH		
ARC	Arcos Vallarta		ARC	Vallarta Arches	
	MAR	Circuito Parapanamericano de Maratón		MAR	Parapan American Marathon Circuit
	CPC	Circuito Parapanamericano de Ciclismo contra Reloj		CPC	Parapan American Time Trial Cycling Circuit
	RPC	Ruta Parapanamericana de Ciclismo		RPC	Parapan American Cycling Route
EZM	Estadios Deportivos ZMG		EZM	Sports Stadiums GMA	
	EPA	Estadio Telmex de Atletismo		EPA	Telmex Athletics Stadium
REV	Unidad Deportiva Revolución		REV	Revolucion Sports Complex	
	EPH	Estadio Panamericano de Hockey		EPH	Pan American Hockey Stadium
	ETA	Estadio Panamericano de Tiro con Arco		ETA	Pan American Archery Stadium
	GUM	Gimnasio de usos múltiples		GUM	Multipurpose Gymnasium
CPA	Unidad Deportiva CODE Paradero		CPA	CODE Paradero Sports Complex	
	FHA	Foro de Halterofilia		FHA	Weightlifting Forum
	VEP	Velódromo Panamericano		VEP	Pan American Velodrome
CAL	Unidad Deportiva CODE Alcalde		CAL	CODE Alcalde Sports Complex	
	COD	Domo del CODE		COD	CODE Dome
PME	Parque Metropolitano		PME	Metropolitan Park	
	CAP	Centro Acuático Scotiabank		CAP	Scotiabank Aquatics Center
	CPT	Complejo Telcel de Tenis		CPT	Telcel Tennis Complex
AVI	Unidad Deportiva Ávila Camacho		AVI	Avila Camacho Sports Complex	
	CPV	Complejo Panamericano de Voleibol		CPV	Pan American Volleyball Complex
CII	Unidad Deportiva CODE II		CII	CODE II Sports Complex	
	GIM	Gimnasio del CODE II		GIM	CODE II Gymnasium
SAR	Unidad Deportiva Parque San Rafael		SAR	San Rafael Sports Complex	
	GSR	Gimnasio San Rafael		GSR	San Rafael Gymnasium

## H. INSTALACIONES NO DEPORTIVAS/ NON-SPORT VENUES

INSTALACIONES NO DEPORTIVAS			NON-SPORT VENUES		
ESPAÑOL			ENGLISH		
PV	Villa Parapanamericana		PV	Parapan American Village	
EXP	EXPO Guadalajara		EXP	EXPO Guadalajara	
	MOC	Centro principal de operaciones		MOC	Main Operations Center
	MPC	Centro principal de prensa		MPC	Main Press Center
	TOC	Centro de operaciones tecnológicas		TOC	Technology Operations Center
	MAC	Centro principal de acreditación		MAC	Main Accreditation Center
PFH	Hotel Sede Familia Paralímpica		PFH	Paralympic Family Hotel	

## I. DEPORTES / SPORTS

DEPORTES / SPORTS	
ESPAÑOL	ENGLISH
Deporte	Sport
Disciplina	Discipline
Pictogramas	Pictograms
Prueba	Event
Competencia	Competition
Fuerza Mayor	Force Majeure
Formato de Competencia	Competition Format
Atleta	Athlete
Delegación	Delegation
Tamaño de la delegación	Delegation size
Equipo	Team
Tamaño del equipo	Team size
Rama	Gender
Junta técnica	Technical Meeting
Delegado Técnico	Technical Delegate
Cuota	Quota
Calificación	Qualification
Clasificación	Classification
Programa de Competencia	Competition Schedule
Área de operación	Back of house
Área de competencia	Field of play
Guía de Calificación	Qualification Guide
Guía de Clasificación	Classification Guide
Memorando de Entendimiento (MOU)	Memorandum of Understanding (MOU)
Manual Técnico	Technical Manual
Oficial Técnico internacional	International Technical Official (ITO)
Oficial Técnico nacional	National Technical Official (NTO)
Oficial Técnico	Technical Official
Oficiales de delegación	Team Officials
Oficiales Adicionales	Additional Officials (As)
Jefe Clasificador	Chief Classifier
Clasificador Internacional	International Classifier
Juez y Jurado de Apelación	Judge and Jury of Appeal



## CONT. (DEPORTES / SPORTS)

DEPORTES / SPORTS	
ESPAÑOL	ENGLISH
Resultados deportivos	Sport Results
OVR-Resultados en la instalación	OVR-On-Venue Results
CID- Centro de información deportiva	SIC- Sports Information Center
Layout	Layout
Overlay	Overlay
Oficiales de los Juegos	Games Officials
Jueces locales	Local Judges
Jueces Nacionales	National Judges
Jueces Internacionales	International Judges
Director de competencia	Competition Manager
Gerente de instalación	Venue Manager
Sistema de Administración de los Juegos	GMS - Games Management System
Eventos de Prueba	Test Events
Calificación Paralímpica	Paralympic Qualification
Acuáticos	Aquatics
Natación	Swimming
Atletismo	Athletics
Pista y Campo	Track and Field
Maratón	Marathon
Baloncesto en silla de ruedas	Wheelchair Basketball
Boccia	Boccia
Ciclismo	Cycling
Ciclismo de Ruta	Cycling Road
Ciclismo de Pista	Cycling Track
Ciclismo Contra Reloj	Cycling Time Trial
Fútbol 5	Football 5-a-side
Golbol	Goalball
Judo	Judo
Levantamiento de Pesas	Powerlifting
Tenis	Tennis
Tenis en silla de ruedas	Wheelchair Tennis
Tenis de Mesa	Table Tennis
Tiro con Arco	Archery
Voleibol sentado	Sitting Volleyball

## J. MEMORANDO DE ENTENDIMIENTO (ACUERDOS) / MEMORANDUM OF UNDERSTANDING (MOU)

MEMORANDO DE ENTENDIMIENTO (ACUERDOS) / MEMORANDUM OF UNDERSTANDING (MOU)	
ESPAÑOL	ENGLISH
Deporte	Sport
Competencia	Competition
Información Confidencial	Confidential Information
Fuerza Mayor	Force Majeure
Oficiales de los Juegos	Games Officials
Delegado Técnico	Technical Delegate (TD)
Oficial Técnico internacional	International Technical Official (ITO)
Oficial Técnico nacional	National Technical Official (NTO)
Jefe Clasificador	Chief Classifier (CC)
Clasificador Internacional	International Classifier (IC)
Compañía Productora de las transmisiones televisivas de la Sede	Host Broadcaster
Funcionarios de la FIDP	IPSF Leadership
Manual de IPC	IPC Handbook
Juez y Jurado de Apelación	Judge and Jury of Appeal
Federación Nacional	National Federation
Los Juegos	The Games
Servicios de Resultados e Información	Results and Information Service
Ceremonias de Premiación	Medal Ceremonies
Formato de Competencia	Competition Format
Sistema de Calificación	Qualification System
Inscripciones deportiva	Sport Entries
Instalaciones de Competencia	Competition Venues
Área de Competencia	Competition Area
Área de Calentamiento	Warm-up Area
Instalación de Entrenamiento	Training Venue
Programa de Competencia	Competition Schedule
Programa de Entrenamiento	Training Schedule
Plan de Contingencia	Contingency Plan
Programa de Clasificación	Classification Schedule
Equipamiento Deportivo	Sports Equipment
Equipamiento de Clasificación	Classification Equipment
Normas y Reglamentos de Competencia	Competition Rules and Regulations
Reuniones Técnicas	Technical Meetings
Campo de Juego	Field of Play
Publicaciones Deportivas	Sport Publications

## K. RELACIONES INTERNACIONALES / INTERNATIONAL RELATIONS



RELACIONES INTERNACIONALES / INTERNATIONAL RELATIONS	
ESPAÑOL	ENGLISH
Comité Paralímpico Internacional (IPC)	International Paralympic Committee (IPC)
Comité Paralímpico Nacional (CPN)	National Paralympic Committee (NPC)
Invitado de CPN	NPC Guest
Atención y Servicio a los CPNs	NPC Relations and Services
Coordinador CPNs habla hispana	Spanish-speaking NPC Coordinator
Coordinador CPNs habla inglesa	English-speaking NPC Coordinator
Oficina de atención y servicio a los CPNs	NPC Relations and Services office
Jefe de misión (JDM)	Chef de Mission (CDM)
Jefes de misión	Chefs de Mission
Manual de Jefes de Misión	Chefs de Mission Manual
Borrador del Manual de Jefes de Misión	Chefs de Mission Dossier
Seminario de Jefes de Misión	Chefs de Mission Seminar
Reunión de Jefes de Misión	Chefs de Mission Meeting
Sala de Reunión de Jefes de Misión	Chefs de Mission Meeting Hall
Asistente de CPN	NPC Assistant
Protocolo	Protocol
Congreso Parapanamericano	Parapan American Congress
Attaché	Attaché
Servicios de Lenguaje	Language Services
Servicios de traducción	Translation Services
Servicios de interpretación	Interpretation Services



## L. HOSPEDAJE / ACCOMMODATION

HOSPEDAJE / ACCOMMODATION	
ESPAÑOL	ENGLISH
Hospedaje	Accommodation
Guía de Hospedaje	Accommodation Guide
Hotel Sede	Official Hotel
Hotel de la Familia IPC/APC	IPC/APC Family Hotel
Huesped	Guest
Ocupación sencilla	Single occupancy
Ocupación doble	Double occupancy
Tarifa	Rate
Dirección web	Link
Módulo de hospitalidad	Hospitality desk
Reservación	Booking
Recepción	Lobby

## SOURCES:

The guidelines offered in the Manual of Style Section are a combination of several written styles used in or recommended by the following sources:

- The New York Times ([www.nytimes.com](http://www.nytimes.com))
- The Chicago Manual of Style (<http://www.chicagomanualofstyle.org/>)
- The National Public Radio Website ([www.npr.org](http://www.npr.org))
- The Elements of Style by William Strunk (<http://www.amazon.com/Elements-Style-William-Strunk-Jr/dp/1557427283/>)

The Information for the Communicating with and about people with disabilities section was obtained from the following source:

- The United States Department of Labor Web page, Office of Disability Employment Policy Section: (<http://www.dol.gov/odep/pubs/fact/comucate.htm>).